

FISCAL DIVISION

Policy and Procedure Memorandum No. 3

1. Effective pay period ending 12 November 1959, payroll deductions from employees salaries for government quarters furnished will be deposited into account [REDACTED] and accumulated for quarterly transfer into [REDACTED] Rent of real property, not otherwise classified, [REDACTED]

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2. The Payroll Branch will show account 216875 on the S.F. No. 1166 "Voucher and Schedule for Payments" for deposit of those amounts deducted from the salaries of employees furnished government quarters.

3. The Accounting Branch will, once each quarter, prepare a S.F. No. 1081 transferring the accumulated balance of such deductions to the Receipt Account 211830.

4. This change in handling such payroll deductions will not require the Disbursing Officer to draw a check each pay period for deposit into the receipt account 211830. Deposits into the suspense account 216875 are handled in the Disbursing Office by transfer slip and a check will only have to be drawn once each quarter to transfer monies into the receipt account 211830.

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Deputy Chief, Fiscal Division

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